

**Appendix X, TRAVEL CHARGE CARD PROGRAM CHECKLIST, to 1A Cir 1-201**

**UNIT EVALUATED:** \_\_\_\_\_ **DATE EVALUATED:** \_\_\_\_\_

**INSPECTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**OVERALL RATING:**      **MET STANDARDS**                      **NEEDS IMPROVEMENT**

1. **REFERENCES:** Are the following references on hand or on order?

a. DOD 7000.14-R, Financial Management Regulation, Volume 9, Dec 96.	YES	NO	NA
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b. HQDA Letter 37-97-1, Government Travel Charge Card, 14 Aug 97.	YES	NO	NA
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2. For applications for the travel charge card:	YES	NO	NA
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a. Is the contractor's application/cardholder agreement accurate and complete?	YES	NO	NA
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b. Is the appropriate Statement of Understanding completed and signed by both the applicant and their supervisor/Directorate Chiefs?	YES	NO	NA
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c. Is the Statement of Understanding retained on file, per above references?	YES	NO	NA
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3. Is annual training provided to cardholders on proper use of the travel charge card?	YES	NO	NA
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4. Are procedures in place to ensure that cardholders in/out-process with the gaining/losing program coordinator?	YES	NO	NA
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5. Is the listing of cardholders kept up-to-date (i.e., accounts of departed cardholders transferred or canceled, newly arrived cardholders picked up)?	YES	NO	NA
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6. For monthly reports from the contractor:	YES	NO	NA
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a. Is the Account Activity Report reviewed monthly to detect inappropriate cash withdrawals (i.e., withdrawals not associated with official travel, or in excess of amounts required for official travel)?	YES	NO	NA
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b. Has action been taken to notify the supervisor if abuse found?	YES	NO	NA
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c. Is the Account Activity Report reviewed monthly to detect inappropriate/unauthorized retail charges (i.e., charges not related to official travel)?	YES	NO	NA
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d. Has action been taken to notify the supervisor if abuse found?	YES	NO	NA
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e. Is the monthly delinquency report reviewed monthly to identify delinquent cardholders?	YES	NO	NA
f. Has action been taken to notify the supervisor of delinquent accounts:	YES	NO	NA
g. Are the responses of supervisors monitored to ensure that effective corrective action is taken?	YES	NO	NA
h. Where supervisory action is not taken or is not effective, is the issue/problem elevated up the chain of command?	YES	NO	NA

**COMMENTS:** \_\_\_\_\_

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